

Job Description: Biodiversity Programme – Secretary to Director

Essential Qualification: A Bachelor's Degree preferably in science domain

Desirable Qualification:

1. Working experience of about 3+ to 5 years of in secretarial and administrative roles from any NGO/Scientific Research Institute
 2. Ability to use computer and related technologies effectively
 3. Communication Proficiency
- Assisting in Drafting, proofreading, and editing documents, reports, presentations, and database management and other project communications
 - Obtaining and consolidating weekly and monthly report updates from functional leaders of the programme
 - Scheduling and preparing for meetings by organizing agenda, taking minutes, managing logistics, and following up on action items
 - Assisting in coordination and execution of projects to ensure that deadlines are met and tasks are completed efficiently
 - Supporting in general administrative tasks in the office to ensure that operations run efficiently
 - Serving as the primary point of contact between the Director and both internal and external stakeholders
 - Organizing and maintaining the Director's schedule, which includes meetings, appointments, travel arrangements, and events
 - Coordinating travel plans, accommodations, and itineraries for both domestic and international trips
 - Managing sensitive information with highest level of discretion, ensuring privacy and confidentiality in all interactions

The role requires strong organizational, communication, and multitasking skills, as well as the ability to work independently while maintaining a high level of professionalism.